



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

AFLG-PR

1 May 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 00-23, Contingency Contracting Officers and NCOs

1. References:

- a. Functional Manual (FM) 100-10-2, Contracting Support on the Battlefield
- b. Federal Acquisition Regulation (FAR)
- c. Defense Federal Acquisition Regulation Supplement (DFARS)
- d. Army Federal Acquisition Regulation Supplement (AFARS)
- e. Army Federal Acquisition Regulation Supplement Manual No. 2
- f. Under Secretary of Defense's letter, Subject: Functional Independence of Contracting Officer, June 2, 1993

2. General: Contingency Contracting is a critical combat support multiplier for the war-fighting commander. According to FM 100-10-2, Contracting Support on the Battlefield, "Contingency contracting is the process by which essential supplies and services needed to sustain deployed forces are obtained on behalf of the U.S. Government. It includes emergency contracting in the continental United States (CONUS) or outside the continental United States (OCONUS) for those requirements necessary to support mobilizing and deploying units." For the purpose of this CIL, Contingency Contracting Officer (CKO) will encompass both commissioned and non-commissioned officers performing contingency contracting duties unless otherwise noted. The military contingency contracting officers assigned to FORSCOM focus primarily on training and preparing to deploy worldwide to accomplish contingency missions. A key aspect of this concept is the role of the Installation Directorate of Contracting (DOC) and Contracting Commands in the training of the CKOs assigned to FORSCOM. This CIL

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provides a recommended training program that will serve as a sample plan for attainment of required training courses and contracting experience.

3. Training of CKOs: Realistic and effective training of all assigned contingency contracting officers is critical to their preparation for mission performance. When not deployed, CKOs will work in the DOCs to train and learn the skills necessary to perform independently as contracting officers during deployments. Upon notification for deployment, CKOs will be tasked-organized to support assigned missions. This task organization can be based on many different scenarios; typically CKOs will be consolidated at Corps or Theater level in a general support role to the entire force. However, other scenarios may require the CKO to be deployed alone in support of smaller operations in remote, isolated locations. Training plans for CKOs should ensure adherence to the following principles:

a. In an attempt to keep an adequate pool of qualified deployable CKOs, the training program must be geared to accommodate early warranting and certification of officers if necessary; i.e., complete all schools and training necessary for simplified purchases warrant first. Past history and current operations show that the bulk of contingency contracting procurements are made using Simplified Acquisition Procedures (SAP).

b. Training in the DOCs must be performance oriented - not time based. The time a CKO spends in any particular section should depend on the individual CKO and his ability to grasp the concepts and procedures of that particular section.

c. On-the-job training (OJT) in the DOC is an important component of the training program; however, CKOs must be assigned tasks which will specifically prepare them for contracting under contingency operations.

d. Deployment on contingencies, in Operations Other than War (OOTW), training exercises, humanitarian operations, etc., must be an integral part of the training plan. This is where the CKOs really learn contingency contracting. It is extremely important that they be given the opportunity and highly encouraged to deploy on these exercises.

The enclosed model Individual Training Plan (ITP) documents the training agreement and outlines a recommended program of training for CKOs. This document delineates responsibilities, identifies the training periods, and outlines in detail the formal and informal training agenda, which ultimately leads to the appointment of the

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CKO as a warranted Contracting Officer. The ITP is a mandatory requirement for the training of all FA51 officers and ASI G1 NCOs. In addition to the ITP, all CKOs must have an approved Automated Individual Development Plan (IDP) submitted. This is extremely important since the IDP is the instrument used to schedule personnel for attendance at Defense Acquisition University Classes.

4. CKO Relationship with Parent Unit: While FORSCOM policy requires that CKOs spend the majority of their time working and training in the DOCs, it is also essential that these officers maintain a strong relationship with their parent units. They must participate in military training, play a key role in exercises and deployments and develop contracting support plans (CSP) for their units in accordance with FM 100-10-2. This will require a strong relationship between the individual officer/NCO, the DOC, and the parent unit commander. When not deployed, all CKOs at the Corps and Division level should be placed in a contingency contracting section at the COSCOM/DISCOM level under the operational control of the senior CKO assigned (usually a LTC). These CKOs will still perform their daily duties at the DOCs.

Letters of Agreement (LOA)/Memorandums of Agreement (MOA) should be established between the Installation Directorate of Contracting and the CKO's parent unit. For the continuity of the training programs at organizations with a small density of contracting personnel, this may be especially important. The history and rationale of the training program is captured in the LOA/MOA so the CKO training program and agreement between agencies does not have to be reestablished time after time as key personnel change. The establishment of tailored LOA/MOA has been especially applicable for CKOs in I Corps, 7th Transportation Group, and U.S. Signal Command. For assistance in establishing an LOA/MOA, the chief of the organization's contracting section should contact the FORSCOM PARC's office.

5. Contingency Contracting Kits: Contingency Contracting Sections will maintain sufficient contingency contracting kits for mission performance. The Army Federal Acquisition Regulation Supplement Manual 2 provides a good guide for the composition of a kit. Contingency Contracting Sections must tailor their kits for operational needs; however, the following should be considered:

a. Sufficient hard copy forms and regulations to operate in a manual mode for a two week period in case of automation/power problems in remote areas.

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b. While the Standard Procurement System (SPS) in the stand-alone mode is the prescribed software for processing contracting documents, this system has not been perfected. Currently reports from CKOs attempting to use this program indicated numerous problems. It is recommended that CKO computers also be equipped with MS Word; MS Excel; MS Powerpoint; Jetform Formflow; Adobe Acrobat; and the Acquisition Deskbook. This will allow automated contracting if the use of SPS is not feasible.

c. Portable FAXs, international cell phones, portable copiers, digital cameras, video cameras and satellite phones all provide the CKO tremendous capability but must be balanced against budget considerations and how industrialized the AOR is (many times it is much cheaper to lease required equipment as needed).

6. Assessment of Non-Commissioned Officers (NCO): On 19 October 1998, the U.S. Total Army Personnel Command approved the Director, Acquisition Career Management Office's recommendation to authorize the additional skill identifier (ASI) G1 (procurement NCO) for those NCOs having a primary MOS 92A (Skill level 3 and 4), 92Y (Skill levels 4 and 5), and 92Z. All NCOs assigned/authorized by a MTOE/TDA slot designated as G1 will work and train in the Installation DOC/Contracting Command. The requirements for obtaining the ASI are as follows:

- a. CON 101, Basics of Contracting
- b. CON 104, Fundamentals of Contract Pricing
- c. Con 234, Contingency Contracting

Request for Award of G1 ASI: Request for award of the ASI G1 will be submitted on DA Form 4187, with certificate of training and/or a copy of college transcripts to Director, Acquisition Career Management, ATTN: SAAL-ZAC, 2511 Jefferson Davis Highway, Arlington, Virginia, 22202-3911. The Director, Acquisition Career Management Office, may award the ASI G1 to soldiers with other than MOS 92A, 92Y, 92Z on an exception to policy basis.

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The FORSCOM PARC's office will continue to work with the Assistant Secretary Army (Acquisition, Logistic, and Technology (ASA(ALT))) for the creation of a specific MOS and career track for Procurement NCOs.

As a result of the automation of the Individual Development Plan and its linking to the Acquisition Civilian Records Brief, Army Acquisition Workforce (AAW) personnel are now required to have a supervisor approved IDP in order to take classes on a Priority 1 basis in DAU sponsored courses. Because NCOs are not in the AAW and were not required to have an ACRB or IDP, they were automatically placed on the lowest priority to attend acquisition-related courses, unless Acquisition Career Management Office personnel individually processed each request. Procurement NCOs should establish an IDP in order to receive priority placement in DAU classes. Individuals who have insufficient time to establish an IDP prior to the start of a required course should contact the Acquisition Career Management Office (DSN: 664-7107) for assistance.

7. Reporting of Contracting Actions while on Contingency Missions: DD Form 1057 (Month Contracting Summary of Actions \$25,000.00 or Less) has been modified to include a section for reporting actions performed under contingency contracting procedures. This section can be found in the bottom right hand corner of the form (Section G - CONTINGENCY ACTIONS). The CKOs completing contingency contracting actions will report them in section G to include all actions completed under micro purchase procedures. The DD Form 1057 is now used to report actions of up to but not exceeding \$200,000 in support of a declared contingency operation. The DD Form 350 (Individual Contracting Action Report)was not modified to report actions performed on contingencies; however, the data could be captured if key words were placed in the description block when completing the form. Therefore, CKOs completing DD 350 reports for actions above \$200,000 during a contingency operation will include the word "CONTINGENCY" in the description section (section B12E) of the form. This allows the system administrators to sort through all reports in PRMIS identifying those actions completed during contingencies. CONTINGENCY for reporting purposes means any operation involving the deployment of military forces in response to natural disasters, terrorist or subversive activity, collapse of law and order, political instability, humanitarian relief, tactical training operations, and any other OOTW deployment. This deployment could be CONUS or OCONUS.

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8. Annual FORSCOM Contingency Contracting Workshop: The FORSCOM PARC's office will ensure the Contingency Contracting Workshop is held on an annual basis. The location for the workshop will normally rotate between Fort Hood, Texas (III Corps), and Fort Bragg, North Carolina (XVIII Airborne Corps). The III Corps and XVIII Airborne Corps Contingency Contracting Sections will host this workshop on an alternate year basis. The theme, guest speaker, agenda, date and on-site location will be coordinated with the FORSCOM PARC. This workshop will concentrate on sharing ideas and presenting new information in the area of contingency contracting. Requests for variation to this workshop (location, format, etc.) will be submitted to the FORSCOM PARC for consideration.

FORSCOM organizations with CKO slots will fund for the TDY of members to attend this workshop. Organizations are encouraged to send as many personnel as funding and missions will allow. In addition to unit funded personnel, the FORSCOM PARC office will normally fund the TDY for two personnel from each Corps Contracting Section (I, III, and XVIII Corps) and one individual from each of the other FORSCOM installations with CKO positions.

9. CKO Operational Tempo (OPTEMP) Reporting: Considering FORSCOM's mission to provide contracting support to Commanders in Chiefs (CINC) world wide and our shrinking ability to do that, OPTEMPO and personnel tempo (PERSTEMPO) data is of great significance. Therefore, the chief of the CCS on all installations will keep track of this data and will report it to the FORSCOM PARC on an on call basis. As a minimum, this data will be collected as part of the Annual Contingency Contracting Workshop. Data should include the number of days the CKO is deployed or TDY away from home station in support of an operation, exercise, or school.

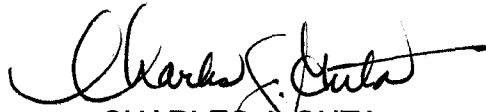
10. Rating Chains: Fair and complete evaluations capturing the future potential and work experience of both officers and NCOs are vital for identifying personnel for advancement and assignment to critical contracting positions. To ensure the contracting experience and potential of FORSCOM CKOs is consistently reflected in evaluations and to ensure functional independence of CKOs, rating chains for CKOs will contain a minimum of one contracting professional IAW reference f (rater or senior

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rater). The preferred rating chain for CKOs is for both the rater and senior rater to be contracting professionals (civilian or military). Exceptions to this policy is the chief of the contingency contracting section however, efforts should be made to keep a contracting professional in this chain also, whenever possible.

11. This CIL supercedes CIL 97-18, Contingency Contracting Officers. For clarification of information contained in the CIL, call the FORSCOM PARC's Office, Contingency Contracting Officer DSN: 367-5510 or commercial (404) 464-5510.



CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DCSLOG

Principal Assistant Responsible

for Contracting

Encl
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DISTRIBUTION:

All FORSCOM DOCs/Contracting Commands

**CONTINGENCY CONTRACTING OFFICER
INDIVIDUAL TRAINING PLAN (ITP)**

1. Name of Officer/NCO _____
2. Date Plan started _____
3. Position Contingency Contracting Officer/Procurement NCO
4. Purpose. To provide intense, systematic and performance oriented training for contingency contracting officers and NCOs to allow them to demonstrate their competence on the critical tasks required by a deployed contingency contracting officer in support of contingency, peace keeping, and humanitarian operations; training exercises and other operations Other Than War (OOTW).
5. Concept. The progression of the CKO through this program is performance based. The length of time required will vary depending on previous experience, courses completed prior to starting the program, and training distracters. The Installations DOC's Purchasing, Contracts, and Contract Administration Divisions will conduct most of the training IAW this ITP. Specialized contingency contracting training which prepares a CKO to contract OCONUS, in a contingency environment, will be conducted by the Contingency Contracting section during specialized training time determined by the section chief. Part of this training program is performing contracting missions in a deployed environment.
 - a. Phase 1. Complete required Defense Acquisition University (DAU) courses listed below, demonstrate mastery of the tasks listed below, and be warranted to execute contractual documents within the simplified acquisition threshold, and unlimited authority to issue delivery orders against existing contracts.
 - b. Phase 2. Complete required DAU courses and demonstrate mastery of the tasks required to be Level 2 Certified and warranted to execute contractual documents up to \$500,000.
6. The CKO will successfully complete the following DAU courses as part of Phase 1. Procurement NCOs only take course designated by asterisks.

<u>Date Completed</u>	
a. Basics of Contracting (CON 101)*	_____
b. Principles of Contract Pricing (CON 104)*	_____
c. Government Contract Law (CON 210)	_____
d. Contingency Contracting (CON 234)*	_____
e. Simplified Acquisition Procedures (CON 237)*	_____

7. The CKO will successfully complete the following DAU courses as part of Phase 2.

	<u>Date Completed</u>
a. Intermediate Contracting (CON 202)	_____
b. Intermediate Contract Pricing (CON 204)	_____

8. RESPONSIBILITIES

a. Director of Contracting.

(1) Exercises overall responsibility for the training and development of the military officer and NCO.

(2) Approves the ITP. Reviews semiannually.

b. Division Chiefs.

(1) Assign tasks to facilitate CKO's successful performance of the tasks listed in this plan.

(2) Monitor the officers/NCOs progress.

c. DOC Training Coordinator. Request, prepare and schedule school quotas.

d. CKOS.

(1) Master tasks and successfully completes DAU courses IAW this plan.

(2) Maintain this ITP and obtain appropriate signatures as needed. Include progress on this ITP on OER Support Form (DA Form 67-8-1)/NCOER (DA Form 2166-7).

9. COORDINATION AND CONCURRENCE

Signature (Officer/NCO)

Signature (Rater)

Typed Name (Officer/NCO)

(Rater)

Title

Title

Date

Date

SEMIANNUAL REVIEW

1st Review (6 Months)

Signature (Officer/NCO)

Signature (Rater)

Typed Name (Officer/NCO)

Typed Name (Rater)

Contingency Contracting Officer
Title

Director of Contracting
Title

Date

Date

2nd Review (12 Months)

Signature (Officer/NCO) Signature (Rater)

Typed Name (Officer/NCO) Typed Name (Rater)

Contingency Contracting Officer
Title

Director of Contracting
Title

Date

Date

CONTINGENCY CONTRACTING OFFICER/NCO
INDIVIDUAL TRAINING PLAN (ITP)
SUMMARY

PHASE 1

- Purchasing Division Training Plan
- Contract Administration Division Training Plan
- Contracting Division Training Plan

PHASE 2

- Contracting Division Training Plan
- Support Division Training Plan
- Contract Administration Training Plan

Purchasing Division Training Plan (Phase 1)

Name of Officer/NCO being trained: _____

Period: _____

Task	Date Complete	Initials
Review supply requirement for completeness	_____	_____
Review service requirement for completeness	_____	_____
Review specifications for completeness	_____	_____
Make corrections to PR in SPS	_____	_____
Add vendor to SPS	_____	_____
Maintain vendor in SPS	_____	_____
Justify soliciting only one source	_____	_____
Determine if service is non-personal	_____	_____
Determine if commodity is a commercial item	_____	_____
Determine if commodity is available from UNICOR	_____	_____

Determine if commodity is available from GSA

Determine if lease versus purchase analysis is required/valid

Determine applicable Standard Industrial Code (SIC)

Prepare DA Fm 2579 Small Coordination Form

Prepare SF 98 Notice of Intention

Synopsise when required or process thru Electronic Data Interface (EDI) which ever is applicable for the situation

Evaluate Request For Quotations

Determine price reasonableness soliciting only one source

Task

Prepare contract award documents

Select appropriate clauses

Prepare amendment and modification

Prepare DD FORM 350

Prepare DD FORM 1057

Prepare DD FORM 250

Orally solicit a purchase request

Prepare a Not to Exceed Purchase Order

Prepare a Standard Purchas Agreement (SPA)

Place an order against a SPA

Conduct Purchase Card Training _____

Perform setup, appointment and termination of purchase card
holder and AO _____

Conduct ordering officer training _____

Appoint, supervise and terminate an ordering officer _____

Process a ratification of an unauthorized commitment _____

Revoke a claim valued at less than \$100,000 _____

Date of Certification _____

Signature of Division Chief _____

Date Complete

Initials

Contract Administration Division Training Plan (Phase 1)

Name of Officer/NCO being trained: _____

Period: _____

Task	Date Complete	Initials
Prepare a delivery order against an indefinite delivery contract	_____	_____
Track fund obligations under an indefinite delivery contract	_____	_____
Perform contract file management	_____	_____
Prepare a unilateral modification to a contract (administrative change)	_____	_____
Prepare a unilateral modification to a contract (change order under changes clause)	_____	_____
Prepare a unilateral modification to a contract (change under clause other than changes)	_____	_____
Train a COR	_____	_____
Appoint, supervise, and terminate a COR	_____	_____
Terminate a contract for convenience	_____	_____
Terminate a contract for default	_____	_____
Perform contract closeout	_____	_____

Date of Certification _____

Signature of Division Chief _____

Contracting Division Training Plan (Phase 2)

Name of Officer/NCO being Trained: _____

Period: _____

Task	Date Complete	Initials
Evaluate requirements package for completeness	_____	_____
Select and justify method of contracting (Describe the various factors bearing on the use of sealed bidding versus negotiation, full and open competition versus other than full and open competition, market surveys and other contract file documents.)	_____	_____
Establish acquisition milestones	_____	_____
Prepare a justification and approval (J&A)	_____	_____
Coordinate and review best value evaluation factors	_____	_____
Properly structure CLINs for Section H	_____	_____
Participate in solicitation preparation for service and supply	_____	_____
Obtain legal review of solicitation	_____	_____
Prepare synopsis for Commerce Business Daily (CBD)	_____	_____
Assemble solicitation package	_____	_____
Amend solicitation	_____	_____
Orally solicit a requirement	_____	_____
Open bids/receive proposals and abstract them	_____	_____
Evaluate bids or offers	_____	_____

<u>Task</u>	<u>Date Completed</u>	<u>Initials</u>
Get minor irregularities corrected	_____	_____
Select competitive range	_____	_____
Prepare Pre-negotiation Memorandum (PNM)	_____	_____
Prepare Pre Business Clearance Memorandum	_____	_____
Conduct discussions	_____	_____
Record and distribute results of discussions	_____	_____
Receive, record, and evaluate Final Proposer Revision (FPR)	_____	_____
Handle a pre award protest	_____	_____
Handle a post award protest	_____	_____
Prepare Post Business Clearance Memorandum	_____	_____
Make cost / price reasonableness determination	_____	_____
Make responsibility determination	_____	_____
Prepare contract award documents	_____	_____
Obtain legal review of contract documents	_____	_____
Execute contract award	_____	_____
Make and record contract distribution	_____	_____
Notify unsuccessful bidders / offerors	_____	_____
Debrief offerors	_____	_____
Synopsise contract award	_____	_____
Date of Certification _____		
Signature of Division Chief _____		

Support Division Training Plan (Phases 2)
(Cost & Pricing)

Name of Officer/NCO being trained: _____

Period: _____

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Perform price analysis	_____	_____
Perform proposal evaluation for different types of contract	_____	_____
Evaluate Independent Government Cost Estimate	_____	_____
Evaluate unsolicited proposals	_____	_____
Understand Blanket Wage Determination	_____	_____
Coordinate with DCAA for Field Pricing Support	_____	_____
Perform SRB and BCM board duties	_____	_____

Date of Certification _____

Signature of Division Chief _____

Contract Administration Division Training Plan (Phase 2)

Name of Officer/NCO being trained: _____

Period: _____

<u>Task</u>	<u>Date Complete</u>	<u>Initials</u>
Review solicitation and proposed award and participate review boards	_____	_____
Monitor contractor performance	_____	_____
Supervise a Contracting Officer	_____	_____
Representative and Quality Assurance Evaluator	_____	_____
Participate in disputes and appeals resolutions as required	_____	_____
Determine contractor compliance with labor laws	_____	_____
Review contractor property control plan IAW FAR	_____	_____

Date of Certification _____

Signature of Division Chief _____